

## **BCP COUNCIL JOB DESCRIPTION**

**SERVICE UNIT:** Environment  
**JOB TITLE:** Site Supervisor(s) x 5  
**REF No:** 2834/6047/6048  
**GRADE:** Grade I  
**RESPONSIBLE TO:** Commercial Waste Manager/Waste Strategy & Resources Manager  
**RESPONSIBLE FOR:** Operational Team Leaders, Commercial Waste Officers and a shared responsibility for all 40+ operational posts

**Post: (Poole Operations)**  
**Post: (Bournemouth Operations)**  
**Post: (Commercial Waste Services)**  
**Post: (Commercial Waste Services)**  
**Post: (Christchurch Operations)**

### **MAIN PURPOSE**

- To manage the daily operational delivery of waste disposal services at recycling centres, commercial waste collections and associated services
- To develop and maintain the infrastructure that enables BCP Council residents and businesses to manage their waste safely and sustainably
- To lead the deployment, recruitment, development and performance management of staff to ensure successful delivery of services

### **MAIN RESPONSIBILITIES**

1. To assist the Strategic Development (SD) Managers in the management, planning and supervising of the delivery of the Council's waste disposal, commercial waste and associated collection services in Bournemouth, Christchurch and Poole.
2. To ensure these services are operated efficiently and legally will require participation in a flexible working week of 37 hours. There will be a requirement to cover other Supervisors and Team Leaders which will include some weekend and bank holiday work when required.
3. Contribute to shaping and implementing policy with regard to the strategic direction of SD operational services, providing expert technical and operational knowledge to SD managers.
4. In conjunction with SD managers be responsible for budgets and the control of expenditure within cost centres ensuring financial compliance enabling effective and efficient use of resources. To make purchases as required for operational delivery utilising council purchasing methods and systems.
5. Represent the SD team in developing positive relationships with other services / community groups / contractors / colleagues and trade unions that form working practises that add value to the Council services. This will include leading on

contractor operational relationship and contract meetings, ensuring performance meets purpose and contractual requirements.

6. Take ownership of customer satisfaction of SD operational services relevant to role and provide resolutions to complex and contentious issues.
7. Participate in the recruitment, induction, training and appraisals of team members to ensure sufficiently skilled / trained resource levels are available at all times. Where necessary investigate issues with attendance / performance through procedures such as absence management (including return to work), grievance (informal stage).
8. Use databases and business-related specialist software packages accurately and confidently in relation to Strategic Development work.
9. Keep accurate records of work carried out ensuring a daily site diary is up to date and maintained at all locations including the management of hourly / daily temporary upgrades and timesheets.
10. Ensure payment received on site(s) is safely handled and secured in line with council procedures and systems are in place for collection.
11. Develop and improve the performance of operational teams by leading on recruitment, training and personnel related matters and by setting and maintaining professional standards through the effective management and leadership of team leaders.
12. Plan and organise proactive maintenance of vehicles and infrastructure and facilitate daily reactive maintenance as required which will include ensuring the site is safe and clean.
13. To take daily responsibility for the security of all SD operational sites.
14. To implement and act on measures that ensure SD operational services meet their purpose and allow for a constant review on whether the work carried out is meeting the customers' and Council's purpose.
15. Ensure the health, safety and welfare of all operational staff, contractors and site visitors in your work area. Carry out accident investigation and reporting when required. Undertake and update risk assessments and safe systems of work as directed by the Compliance Officer, and ensure these are operated in practice.
16. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, Data Protection Act and Health and Safety at Work Act observing the Councils code of Safe Working Practise as defined in the Health and Safety policy.
17. To undertake such other duties as may be required from time to time commensurate with the level of the post.

**Specific responsibilities for Post 104573: (Bournemouth Operations)**

- Lead the daily operational delivery of Millhams Recycling Centre services.

**Specific responsibilities for Post 103829: (Poole Operations)**

- Lead the daily operational delivery of Nuffield Recycling Centre services.
- Ensure transfer station is operating efficiently and safely and manage the contractor relationship.

**Specific responsibilities for Post 109374/105963: (Commercial Waste Services)**

- Lead the daily operational delivery of commercial waste including the reuse shop, new to you.
- To ensure day to day and forward planning of operational logistics (vehicles/staff) are available to provide services including liaison with fleet services.
- Take a lead role on commercial waste services across Bournemouth, Christchurch and Poole.

Prepared by: Laura Neil and Georgina Fry

Updated: April 2024

**PERSON SPECIFICATION**

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of waste management issues, policy and practice</li> <li>• Experience of working in or managing a waste disposal facility</li> <li>• Proven experience of mentoring and developing others and leading a diverse team</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p><b>QUALIFICATIONS / TRAINING</b></p> <ul style="list-style-type: none"> <li>• Degree relevant to the management of waste or equivalent specialist technical experience</li> <li>• Supervision or management qualification or relevant experience</li> <li>• Strong numeracy, literacy and IT skills</li> <li>• Health and Safety qualifications and continuous professional development in subjects relevant to waste management</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Certificates</p>
<p><b>APTITUDES /ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Confident communicator with excellent interpersonal skills</li> <li>• Ability to lead work across multi-skilled teams</li> <li>• Ability to pass on detailed information to others in a manner that is understood</li> <li>• Is open and honest and takes responsibility</li> <li>• Good analytical and problem-solving skills</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

<p><b>KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of waste management issues, policy and practice</li> <li>• Good understanding of waste legislation and contract management</li> <li>• Good understanding of Personnel and Financial Management</li> <li>• Knowledge of buildings, equipment and fleet requirements required to operate waste related services</li> <li>• Customer needs and how to manage their demands aligned to the Council's plans and priorities</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>Application Form Interview</p>
<p><b>ATTITUDE / MOTIVATION</b></p> <ul style="list-style-type: none"> <li>• Positive attitude to the Council's purpose and values and the way it operates</li> <li>• Face complex, contentious and difficult matters with a "can do" attitude</li> <li>• Strive to find innovative and "what matters is what works" solutions to problem solving</li> <li>• Committed to seeking out new ways of delivering services by continuous review, measurement and implementing improvements</li> <li>• Celebrates team success and generates a team spirit</li> <li>• A strong commitment to deliver services that meets the purpose of the Council</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form Interview</p> <p>References</p>
<p><b>OTHER FACTORS</b></p> <ul style="list-style-type: none"> <li>• Hold a current valid driving license</li> <li>• Ability to travel around the local area in an agreed timely manner (and to other areas of the UK if required)</li> <li>• Flexible approach to working hours and available to work evenings and weekends if required</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form Interview</p>